

# Procedure for Assigning a “U” in Writing

## Procedure for Assigning a “U” Writing

If you plan to give one or more “U”s this semester, please follow this procedure:

1. Submit the “U” along with the final grade; Open the window to the left of the student’s name and click on “Final Comments.” Then enter the following: “U” and a brief comment about the student’s writing. **For example:** “U.” The student should work on paragraph development and documentation.
2. Inform the student that he or she will receive or has received a “U” in writing, if you have not done so already. (See the attached templates for notifying students) In addition, you might attach a copy of the explanation of the “U” notation.
3. Complete the “U” Referral form and send it, along with a sample of the student’s writing, to the Academic Resource Center, Corns 316, in c/o Jim Stull

Please contact Jim Stull or Martine Stephens if you have questions about the “U” procedure.

## When to Give a “U” in Writing:

When problems persist throughout the semester in one or more areas of writing, whether organizational, syntactical, or mechanical, you might assign a “U” notation, especially if you believe poor writing skills might compromise the student’s future academic success. In some cases, poor performance in writing on a major end-of-semester assignment might merit a “U,” particularly if the student’s writing does not appear to be at the expected level for his or her class rank. Some professors give “U”s when they see serious errors or inadequacies in documentation skills.

## Writing Center Staff

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